

HABEAS CORPUS RESOURCE CENTER

303 Second Street, Suite 400 South, San Francisco, California 94107

Phone: (415) 348-3873 Fax: (415) 348-3873

www.courtinfo.ca.gov/careers/

www.hcrc.ca.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC CLERICAL ASSISTANT (Special Consultant) – TEMPORARY

JOB REQUISITION: 0417TCA

LOCATION: SAN FRANCISCO, CA

SALARY: \$15.30 PER HOUR

OVERVIEW

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for full- or 3/4-time temporary Clerical Assistant (Special Consultant). This temporary appointment will not last past December 31, 2017. Vacation and sick leave allowance, state holidays, and public transportation transit subsidy are paid. No other benefits are associated with this position except those required by law. Working hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m.

The HCRC is a judicial branch entity established to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts.

RESPONSIBILITIES

Under supervision of legal staff (attorneys, paralegals, librarian, administration, etc.), the clerical assistant will furnish support to legal, administrative and information resources staff. Tasks include:

- Organizing and indexing documents;
- Preparing documents for scanning and scanning documents;
- Preparing labels and files;
- Disseminating and filing documents after scanning;
- Coding documents in databases;
- Taking minutes and transcribing notes;
- Telephone relief at reception;
- Special projects as assigned; and
- Miscellaneous clerical duties.



QUALIFICATIONS

- Education equivalent to an AA/AS degree;
- Experience in the operation of personal computers and the use of Microsoft Word and Excel;
- Detail oriented and accurate;
- Ability to organize, prioritize, and coordinate multiple work activities to meet deadlines;
- Ability to work harmoniously with several different teams;
- Understand and follow oral and written directions;
- Communicate effectively orally and in writing; and
- Knowledge of correct business English, including spelling, grammar, and punctuation.

HOW TO APPLY

Go to <http://www.hcrc.ca.gov/employment.php> for the application and supplemental questions.

This position **requires submission of an official application and response to the supplemental questionnaire**; cover letters and resumes are optional. Resumes without the required materials will not be considered. Again, application and supplemental questions are located at: <http://www.hcrc.ca.gov/employment.php> Application and supplemental questions are *required*; cover letter and resume are *optional*. Please do not attach or include references, transcripts, etc.

Email completed applications and supplemental questions to:
jobapplications@hcrc.ca.gov

Please put the 0417TCA and your last name (only) in the subject line.
For example: **0417TCA - Jones**

We cannot accept hand-delivered applications – please email. Thank you.

Refer to Req 0417TCA in all communications, including your application. Previous applicants must reapply for further consideration. This position is opened until filled.

Every application is reviewed in its entirety. Applications will be reviewed continuously upon receipt and this position will be opened until filled. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the volume of applications received, we request that applicants do not contact HCRC regarding hiring status.

Please Note: If you are selected for hire, the Judicial Council will require verification of employment eligibility or authorization to legally work in the United States.

The Habeas Corpus Resource Center is an equal opportunity employer. The HCRC believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base. The HCRC welcomes all applicants, and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by law.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
TEMPORARY CLERICAL ASSISTANT**

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. Please answer each question thoroughly.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Describe your experience using databases and name the databases you have used.
3. Describe your experience providing clerical support.
4. What did you like best about the jobs you have had?
5. What did you like the least?
6. Please describe any experience, professional or personal, that you believe makes you a strong candidate for this position.
7. For each application listed below, state your level of proficiency as "Beginner," "Intermediate," "Advanced" or "None" and describe previous projects:
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Adobe Acrobat
 - d. Database software (specify database)
 - e. Other software (specify)